

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE ADULT SERVICES COORDINATOR

POSITION IS WITH THE LIBRARY DISTRICT
LOCATED AT 17811 N. 32nd STREET, PHOENIX

RECRUITMENT DATES: Monday, April 23, 2001 – Open Until Filled

SALARY: \$52,000 - \$70,000 Per Year

POSITION QUALIFICATIONS: Master's Degree in Library Science and four years library experience, including three years in adult services work. Requires professional knowledge in reference and readers' advisory services as well as knowledge of standard reference tools and automated systems. Prefer public library experience in adult services areas.

ESSENTIAL JOB TASKS: Manages Adult Services in Maricopa County Library District's three regional libraries and nine branches. Reviews selection tools for purchase of adult materials. Manages adult programming. Works to improve operations and streamlines work processes. Works cooperatively with other libraries, schools and the public. Attends state and national meetings. Performs other duties as assigned.

SELECTION PROCEDURE: **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required **County Application Form** (3100-049) and SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Recorded Job Message: 602-506-3329. Phone: 602- 506-3755. Teletypewriter (TT) 602-506-1908. **Internet Address:** www.maricopa.gov

NOTE TO EMPLOYEES Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 5 of the application form for complete information.

IT IS THE POLICY OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT ABBREVIATION CODE: **ASCOORD / KC**

DATE PUBLISHED: Monday, April 23, 2001

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SUPPLEMENTAL INFORMATION

ADULT SERVICES COORDINATOR

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have experience working with a library's Adult Services programs? ☐ Yes ☐ No __#Yrs
If yes, please list years and describe programs and/or library system.

2. Do you have experience working with readers' advisory services? If yes, please list years and describe. ☐ Yes ☐ No __#Yrs

3. Do you have experience working with standard reference tools? If yes, please describe. ☐ Yes ☐ No __#Yrs

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION.

4. Do you have experience working with automated systems? If yes, please list systems with which you are familiar.

☐ Yes ☐ No __#Yrs

5. Do you have experience reviewing, selecting, and/or purchasing library materials and resources? If yes, please describe. Include types of materials and sizes of collections.

☐ Yes ☐ No __#Yrs

SIGNATURE

DATE

ASCOORD, 04/01